PeopleSoft Printing the State Workers Compensation Report



July 11, 2005

Breadcrumbs: Home>Compensate Employees>Manage Payroll Process (US)>Report 1>State Workers Comp Report

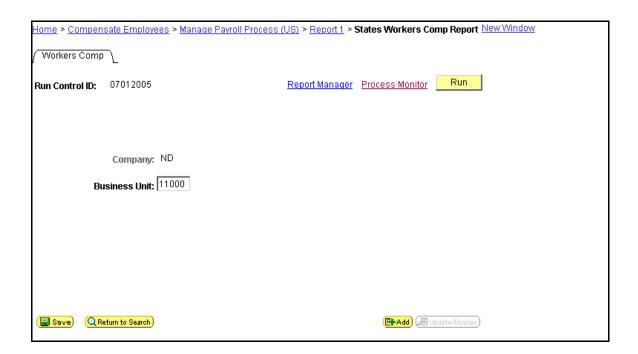
REQUESTING A WORKERS COMPENSATION REPORT

Use the following navigation to 'State Workers Compensation Report' and select 'Add a New Value.' If you have run this report before you can 'Search' or simply enter your 'Run Control ID'.

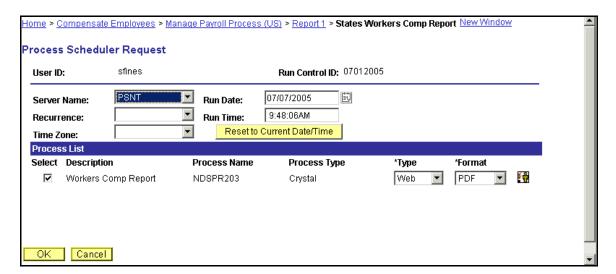
Home > Compensate Employees > Manage Payroll Process (US) > Report 1 > States Workers Comp Report New Window								
States Workers Comp Report								
Find an Existing Value								
Run Control ID:								
Case Sensitive Search Advanced Search								
Add a New Value								

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

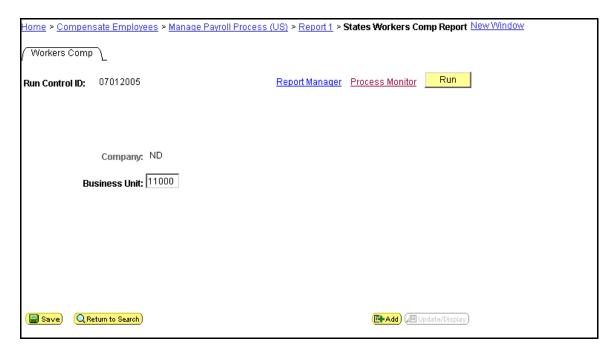
The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). This report will be run annually for the yearly Workers Compensation report. Then Click 'Run'.



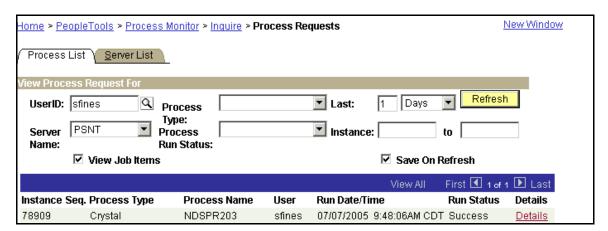
The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.



At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.



Then click the report name below to view the report. 'NDSPR203 XXXXX.PDF'.

Instance:	78909		Type:	Crystal 07012005
Name:	NDSPR203		Run Cntl ID:	
Status:	Success		Submitted By:	S
Server:	PSNT		Recurrence:	
Workers C	omp Repor	t		
Workers C Name	omp Repor	t Size	CreationDate	
			CreationDate Thu Jul 07 09:51:56 2005	

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

07/07/2005		Page: 1							
Business Unit	Department	Fiscal Year Ending: Department Workmens Compensation Number							
Name	Employee ID	Employee Record	SSN	WC Code	WC Earnings	Non-WC Entrings	Fiscal Year Gross Earnings		
	WC Code	WC Earnings	Non-W Earning						



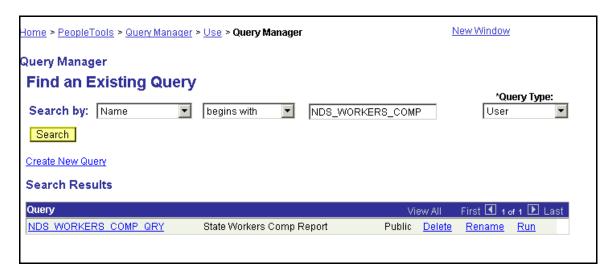
State Workers Compensation Query

Breadcrumbs: Home>People Tools>Query Manager>Use>Query Manager

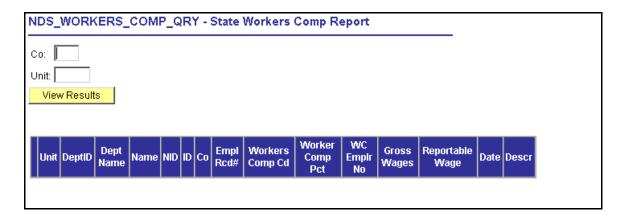
Fill in NDS_WORKERS_COMP_QRY in the blank box and click on the search button.

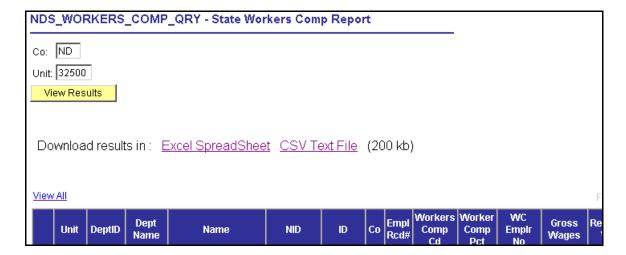


Click 'Run' on the appropriate query.



Complete the Co. field with ND and Unit field with your Business Unit, click on the View Results button.





Once you have your results you may either view them on this screen or download the results to an Excel Spreadsheet. Once you have saved it in an Excel format it will be ready to be electronically transmitted to Workers Compensation.